

## RENGSTORFF HOUSE EVENT CHECKLIST

Please complete this important checklist. We hope that it will help you plan and organize your event so that your experience at the Rengstorff House will be a memorable one. Once you have completed this form, please return them at least 30 days before your event to: Rengstorff House Events Coordinator, 3070 North Shoreline Boulevard, Mountain View, California, 94043; Telephone No. (650) 903-6088.

### **Please share this information with all of your vendors:**

Name and Phone No. of Renter: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name and Phone No. of Person Coordinating: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of People: \_\_\_\_\_

Total Paid Hours (*you will be charged for early arrival by you or your caterer*): \_\_\_\_\_

Time of Setup: \_\_\_\_\_ Guest Arrival: \_\_\_\_\_

Cleanup: \_\_\_\_\_ Departure: \_\_\_\_\_

*Use floor plan sheets to indicate the layout of your event; where and how things are to be placed.*

### **Caterer\***

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Set-up Time: \_\_\_\_\_

*\* Onsite meeting with Event Coordinator is required 30 days prior to event.*

### **Beverage/Bar Company**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Set-up Time: \_\_\_\_\_

### **Equipment Rental Company**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Day and Time of Delivery: \_\_\_\_\_

Items to be Delivered: \_\_\_\_\_

Day and Time of Pickup: \_\_\_\_\_



**Florist**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Time of Delivery: \_\_\_\_\_

**Photographer**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Areas to be Used and Special Needs: \_\_\_\_\_

**Musicians**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Set-up Time (*indicate location on floor plan*): \_\_\_\_\_**Cake/Bakery**

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Set-up Time (*indicate location on floor plan*): \_\_\_\_\_**Gift Table** (*indicate location on floor plan*): \_\_\_\_\_**Decorations**

Location and Type: \_\_\_\_\_

**Use of Dressing Area.** ☐ Yes ☐ No If yes, when: \_\_\_\_\_**Use of Piano** (\$25). *The piano is the same vintage as the House and cannot be moved.* ☐ Yes ☐ No**Use of Fireplaces** (\$25 per fireplace, wood provided): ☐ Yes ☐ No**Rehearsal** (fee if using inside of the House)

Time and Date: \_\_\_\_\_

**Special Requests:** \_\_\_\_\_

The Rengstorff House is a carefully restored historic home. The City of Mountain View requests that you and your guests show respect for the House, furnishings and gardens.

Renters have the use of the dining room, three parlors, kitchen, bathrooms and gardens. Parts of the upstairs may be used for dressing.

The furniture cannot be moved without previous approval and only with the assistance of the House Attendant.

Unless otherwise stated, the entrance to the House is the west side patio door.

If children are expected, please designate a person to be responsible for their entertainment and behavior.



Alcoholic beverages may be served. Please avoid red wine and tomato-based foods inside the House.

Barbecuing and frying of food is only allowed in the designated area behind the House. Renter/caterer must protect the ground/gravel from drippings and ashes. Ashes must be taken with you.

Amplified music is permitted. A sound level check will be made by the House Attendant 30 minutes before the event.

Dancing is limited to the brick terraces and/or laid dancing floor.

Renter/caterer must provide tables and chairs for outside use, umbrellas, linens, dishes, glasses, flatware, etc. Shoreline tends to be windy. Tablecloths, umbrellas, canopies and decorations need to be weighted or secured. Canopies, 40' x 40' or larger, require a special permit from the Fire Department.

Signs cannot be posted along the roadway.

Please do not ask guests to R.S.V.P. or send gifts to the Rengstorff House.

Shoreline at Mountain View, including the Rengstorff House and Gardens location, is a regional wildlife area. Wildlife and plants are protected. **No dogs are allowed.** Please do not disturb, feed or remove plant or animal life. Birdseed, rice, confetti and balloons (outside) are not permitted. Flower petals and bubbles are acceptable.

The parking lot near the House is reserved for the use of renters and guests. Ample parking is available in the adjoining lots at the Sailing Lake and the Golf Links. Vehicles must park in designated parking stalls. Vehicles can park for a short time in the circle area while being loaded or unloaded. If there is a concert at the Amphitheatre, inform your guests to tell the traffic-control officers that they are going to the Rengstorff House. Your guests will be waved through.

#### **City of Mountain View Requirements for General Liability Insurance:**

1. One Million Dollars (\$1,000,000) is required for bodily injury and property damage for all special events.
2. An endorsement of your policy naming the City of Mountain View, its agents, officers, employees and volunteers additional insured for the event.

If you (or your organization) do not have liability insurance, you may arrange coverage for your event through the City of Mountain View. Please call the Event Coordinator at (650) 903-6088. When calling, specify that your event will be held at the Rengstorff House. The City of Mountain View Finance Department will send you a copy of the insurance. A copy will also be sent to the Event Coordinator. If alcohol is being served, proof of liquor liability must be included in the insurance coverage. All liability insurance requirements must be fulfilled



30 days in advance, or the event may be canceled. If you have liability insurance, ask your agent to place a special rider on your policy for the day of your event at the Rengstorff House.

### **Paperwork Requirements and Time Line**

At time of booking:

- Rental Agreement, completed and signed
- Holding deposit (1/2 of total rental fee)

Thirty days before the event:

- Final payment (remaining half of rental fee)
- Security deposit
- Proof of liability insurance
- Event checklist
- Floor plans
- Meeting on-site with renter, caterer and Rengstorff House Event Coordinator

### **Renters' Responsibilities**

Renters are responsible for all setup, cleanup and leaving the House and Gardens in the same condition as prior to the event. Typically, the caterer and/or a person previously designated by the renter will coordinate the cleanup. The House Attendant will provide cleaning equipment and supplies.

All trash must be taken with you or placed in a tied plastic sack and taken to and placed in the dumpster in the Sailing Lake parking lot. Do not overfill the bags.

Leftover food, dirty dishes, glassware, flatware and linens must also be removed from the premises after the event. Do not pour any leftover beverage on plants or in flowerbeds. Tables, chairs, umbrellas, etc. can be stacked neatly on the bricks (no heavy items against the fence) within the fenced area at the back of the House. You are required to place a drip pan beneath the barbecue and take the ashes with you. Shoreline does not take responsibility for rental equipment. A chain and lock can be provided upon request.

**A FEE WILL BE DEDUCTED FROM THE RENTER'S SECURITY DEPOSIT FOR ANY DAMAGE TO THE HOUSE OR GARDENS OR FOR EARLY ARRIVAL OR LATE DEPARTURE.**